



ADMINISTRATIVE DIRECTIVE

Number: 05-01

Page: 1 of 5

Subject: Law Enforcement Officer's
Safety Act (L.E.O.S.A.)
Training For Retired State
Commissioned Officers

Date: 18 February 2005

I. PURPOSE:

To establish policy and provide instruction for administrative personnel regarding the above captioned subject.

II. POLICY:

It shall be the policy of the Ordnance Section Tennessee Department of Safety Training Division to provide a one time, Firearms Training Course to qualified, retired State of Tennessee commissioned officers in order that they may meet the requirements of the Law Enforcement Officer's Safety Act (L.E.O.S.A.). Here after referred to as the "Act". It shall further be the policy to issue a photographic L.E.O.S.A. Certification Card to **ONLY** those officers having retired from the Department of Safety.

All relative information regarding the provisions of this Directive can be found on the website at www.state.tn.us/safety.

III. PROVISIONS OF TITLE 8 U.S.C., TITLE 18, CHAPTER 44, SECTIONS 926 B AND C, ENTITLED "LAW ENFORCEMENT OFFICERS SAFETY ACT" (L.E.O.S.A.):

- A. The following guidelines and definitions are contained in the Act. All persons desiring to participate in this training must meet all of the following criteria as specified in the Act, in addition to Departmental regulations contained in Section IV of this Directive.
- B. Section 926 C of the L.E.O.S.A., defines qualified retired law enforcement officers as:
 - 1. A person retired in good standing from service with a public agency, other than for reasons of mental instability.
 - 2. Before such retirement, such person was authorized to engage in the prevention, detection, and prosecution and had powers of arrest.

3. Before such retirement, such person was regularly employed for an aggregate of fifteen (15) years of commissioned service, or more, or;
 - a) Retired from the agency after completing the probation period due to a service connected disability as determined by the agency.
 - b) Has a non-forfeitable right to benefits under a retirement plan.
 4. Has met the state standard for training and qualification for active law enforcement officers to carry firearms within the most recent twelve (12) month period.
 5. Such person is not under the influence of alcohol or drugs. In other words, at any time an officer becomes impaired or under the influence of alcohol or drugs, the provisions or privileges afforded by the L.E.O.S.A. Certification Card are not valid.
 6. Such person is not prohibited by federal law from receiving a firearm.
- C. The Act also requires the retired officer to have in their possession a photographic identification issued by the agency from which they are retired. Such photographic identification will be accompanied by an attachment that will indicate the completion date that the individual has met the required training within the most recent twelve (12) months and the years of commissioned service within such agency to meet the qualifications of the Act. The Department of Safety will issue this identification card **ONLY** to qualified retired officers of the Department of Safety.
- D. The Act will not allow a retired officer to carry a machine gun, a firearm silencer, or a destructive device.

IV. DEPARTMENT OF SAFETY CRITERIA TO BE SATISFIED:

- A. All requirements contained in this section must also be satisfied in addition to those previously specified in above Section III.

B. The following items must be completed and forwarded to the Tennessee Department of Safety Training Division two (2) weeks prior to the scheduled training date by all officers. **Failure to do so may affect choice of desired date and location of training.**

1. An application (attached);
2. A Medical Release Form (attached);
3. A Verification of Commissioned Service Time Form (attached)

a) Not applicable to Department of Safety employees.

C. All aforementioned forms are contained in the application and can be obtained at all Tennessee Highway Patrol District Headquarters or found on the Tennessee Department of Safety website.

D. The Ordnance Section will not provide training to any member that resigns while under investigation unless, such allegations/charges, etc., have been discovered to be unfounded.

E. For Department of Safety retirees only, officers must have retired in good standing. Any officer that retired from the Department of Safety and was not recommended for rehire in the department is not eligible to participate.

V. DEPARTMENTAL PROCEDURES UPON RECEIPT OF APPLICATION PACKET:

A. Upon receipt, the Tennessee Department of Safety Training Division will examine and verify that all forms are present and properly completed.

B. After examination, and if found to be acceptable, the Training Division will notify the following Divisions and provide the names of prospective attendees.

1. C.I.D. – To conduct background checks.

a) If any perspective attendee(s) does not qualify or fails to satisfy the conditions of the background check, the Department will notify the attendee in writing.

2. Human Resources Division – To verify years of service, conditions of retirement, and to prepare necessary credentials.
 - a) Human Resources Division shall verify with the Internal Affairs Division that the perspective attendee(s) did not retire while under investigation
 - b) If Department of Safety retirees fail to satisfy the Internal Affairs check, the Department will notify the attendee in writing.
- C. After completion of the above tasks, The Ordnance Section will then initially provide eight (8) hours of Firearms Training to any retired commissioned officer of the Department of Safety or any other State of Tennessee agency commissioned officer meeting all preceding requirements. After initial Firearms Training is completed, the Department will no longer provide such training..

VI. DEPARTMENTAL PROCEDURES AT CONCLUSION OF TRAINING:

- A. The Ordnance Section shall furnish all participants successfully completing the Firearms Training Course a Certificate of Completion.
- B. The Tennessee Department of Safety will **ONLY** issue certification cards to those who have retired from the Department of Safety and served as a commissioned officer meeting all preceding requirements at the time of retirement and application. The Department **WILL NOT** issue Law Enforcement Officer's Safety Act Certification Cards to a retired officer from another state or Department.
 1. Officers from other State of Tennessee Departments are permitted to take the Firearms Certificate of Completion to the Agency they retired from and request that a card be provided by that Agency.
 2. Department of Safety retirees will be issued a photographic Law Enforcement Officer's Safety Act Card at the initial training sites.
 3. L.E.O.S.A. Cards expire 12 months from the completion date of the last Firearms certification. The Department will not issue or send renewal notices.

VII. SUPPLEMENTAL PROCEDURES:

- A. During initial training, the Department of Safety Ordnance Section will certify officers on one weapon only. Such weapon shall meet the requirements set forth in the application.
- B. During initial training, all officers will be required to furnish their own ammunition. Ammunition must meet the specifications contained in the application.
- C. Officers failing to pass the Firearms Training Course on a first attempt may be granted one (1) additional attempt, either the same day or on another day at an alternate training site, if available. This decision will be made by the Firearms Instructor serving as the Range Master. Officers failing after the second attempt shall not be issued a Law Enforcement Officer's Safety Act Credential Card.

VIII. DEPARTMENTAL DISCLAIMERS:

- A. Nothing in this policy shall be construed as to authorize any officer to carry a firearm on an airplane.
- B. The Department shall assume no liability for falsification by any retired officer on the application. Upon detection of any falsification, or upon gaining knowledge of any felony conviction thereafter the issuance of the L.E.O.S.A. Card, the Department reserves the right to revoke the certification of any Law Enforcement Officer's Safety Act Certification Card that was issued to a Department of Safety retiree.
- C. The Department shall also revoke any certification issued by the Department when the Department has knowledge that the retired Department of Safety officer is prohibited by either state or federal law from carrying a firearm.
- D. Unless otherwise directed by the Commissioner of Safety, once initial training and certification has been completed, the training provisions of this policy shall expire, rendering the Department harmless and excused from providing future training.



Fred Phillips
COMMISSIONER



TENNESSEE DEPARTMENT OF SAFETY

Retired Commissioned Officers Firearms Training Program Application

Training Location (District) you will be attending: _____ Date of Training: _____

IF YOU FAIL TO APPEAR AT THIS LOCATION YOU MUST SUBMIT ANOTHER APPLICATION

Legal First Name: _____ MI: _____ Last Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Secondary Phone: _____
(include area code) (include area code)

Social Security Number: _____ Driver's License #: _____ State: _____

Eye Color: _____ Hair Color: _____ Height: _____ ft. _____ in. Weight _____ lbs.

Date of Birth: _____ Blood Type: _____

Department/Division
Retired from:

Department /Division
contact person: _____ Department/Division
Phone Number: _____

Please read the following Qualifications:

- Applicants shall not have been convicted of any felony offense punishable for a term exceeding one (1) year;
- Applicants shall not currently be under indictment for any criminal offense punishable by a term exceeding one (1) year;
- Applicants shall not be currently the subject of any order of protection;
- Applicants shall not be a fugitive from justice;
- Applicants shall not be an unlawful user of or addicted to alcohol or any controlled substance and the applicant has not been a patient in a rehabilitation program or hospitalized for alcohol or controlled substance abuse or addition within ten (10) years from the date of application;
- Applicant has not been convicted of the offense of driving under the influence of an intoxicant in this or any other state two (2) or more times within ten (10) years from the date of application and that none of such convictions has occurred within five (5) years from the date of application or renewal.
- Applicants shall not have been adjudicated as mental defective or incompetent; has not been committed to or hospitalized in a mental institution; has not had a court appoint a conservator for the applicant by reason of mental defect; has not been judicially determined to be disabled by reason of a mental illness, development disability or other mental application, been found by a court to pose an immediate substantial likelihood of serious harm, as defined in Title 33, Chapter 6, Part 5, because of mental illness;
- Applicants shall not have been discharged from the Armed Forces under dishonorable conditions (dishonorable discharge, bad conduct discharge or other than honorable discharge Chapter 1340-2-5-.02(5);
- Having been a citizen of the United States, applicants shall not have renounced their citizenship;
- Applicants shall not have been convicted of a misdemeanor crime of domestic violence as defined in 18 U.S.C.A. 921(33);
- Applicants shall not be receiving social security disability benefits by reason of alcohol dependence, drug dependence or mental disability;
- Applicants shall not have been convicted of the offense of stalking.
- Applicants shall have retired from an agency in good standing with a minimum of 15 years total creditable service in a commissioned status.
- Applicants shall have had powers of arrest at the time of retirement.
- Applicants must carry the handgun you qualify with (H.R. 218)

The following specifications must be met for approval of weapons and ammunition.

1. Weapons specification:
 - a. Revolver or semi-automatic pistol
 - (1) Single action revolvers may not be submitted for approval as non-issued weapons.
 - b. A minimum of .380 caliber
 - c. A maximum of .45 caliber.
 - (1) Weapons chambered for .44 magnum caliber may be submitted for approval, but will be required to be loaded with .44 special rounds.
 - d. A minimum cylinder or magazine capacity of five (5) rounds.
 - e. A maximum barrel length of six (6) inches.
 - f. Magazine fed weapons must have three (3) magazines for use during qualification.
2. Ammunition specification:
 - a. One piece jacketed hollow point, lead nose hollow point, nylon coated hollow point, or other types as approved by the Ordnance section.
 - b. The bullet shall weigh a minimum of 88 grains and a maximum of 230 grains.
 - c. Ammunition shall be commercial manufacture bearing manufacturers head stamp.

Retiree must bring 100 rounds of quality ammunition, holster and three (3) magazines for use during qualification. Eye and ear protection will be provided.

I have read the above qualifications and attest to the fact that I am in compliance with these qualifications.

Signature: _____ Date: _____

The following should be attached before mailing to the below address:

- ☐ Verification of Commissioned Service Time (completed by retiring agency)
- ☐ Medical Release Form (completed by licensed medical physician)

Mail application and original attachments to:

Tennessee Department of Safety
Attention: Training Center – Ordnance Section
275 Stewarts Ferry Pike
Nashville TN 37214

To be completed by Instructor(s):

Qualification Date: _____ Pass/Fail: _____

Range Master Signature: _____ Date: _____

PRINT Range Master Name: _____

Instructor Signature: _____ Date: _____

PRINT Instructor Name: _____

Instructor Signature: _____ Date: _____

PRINT Instructor Name: _____



Tennessee Department of Safety Medical Release Form

I, Dr. _____ do hereby attest and certify to the best
Licensed Medical Doctor's Printed Name

of my professional ability that _____ is not suffering
Printed Name of Applicant

from any physical or mental degenerative disease, including but not limited to: Alzheimer's,

Dementia, Parkinson's, or any other disease that would render them incapable of safely

completing a firearms safety course or of safely and competently carrying a firearm.

Name of hospital or health facility: _____

Address: _____

Telephone Number: _____

Date: _____

Licensed Doctor's Signature: _____

Doctor's Printed Name: _____



TENNESSEE DEPARTMENT OF SAFETY

Verification of Commissioned Service Time for Law Enforcement Officer's Safety Act Training Admittance

First Name: _____ MI: _____ Last Name: _____
Rank/Title: _____ SSN: _____
Street Address: _____
City: _____ State: _____ Zip: _____

Mail this form to the Human Resources Division in which you retired from and have them mail the completed form back to you so that you can attach it to your LEOSA Training Application.

Years of Service in a Commissioned Status

Department	From mm/dd/yy	To mm/dd/yy	Years	Months	Eligible for rehire

I do hereby certify that the personnel records of the herein named commissioned officer reflect that said member has served at least fifteen (15) years of creditable commissioned law enforcement service pursuant to Title 8 U.S.C., Title 18, Chapter 44, Sections 926 B and C, entitled Law Enforcement Officer's Safety Act.

HR Officer: _____ Date: _____
PRINTED Name: _____
Title: _____
Dept./Division: _____
Telephone # (including area code): _____

Internal Affairs Status

At the time of retirement, the above named commissioned officer did not retire under dishonorable conditions and was not under investigation.

Internal Affairs: _____ Date: _____



Tennessee Department of Safety

Law Enforcement Officer's Safety Act Training Schedule
for Retired Commissioned Officers

Memphis District

Monday, March 14 – Class @ Tipton County S.O.

Fall Branch District

Thursday, March 17 – Class @ the Kingsport Landfill

Lawrenceburg District

Thursday, March 31 – Class @ Old Maury County Gun Club (Hwy 50)

Jackson District

Tuesday, April 5 – Class @ Lavinia, National Guard Range

Knoxville District

Tuesday, April 12 – Class @ Blount County S.O. Gun Range

Nashville District

Friday, April 22 – Nashville @ TLETA

Chattanooga District

Tuesday, May 17 – Class @ Tullahoma National Guard Range

Cookeville District

Tuesday, May 24 – Class @ Bend of the River

Nashville District

Friday, May 27 – Nashville @ TLETA

***All classes will begin at 8:30am and be completed by 4:30pm.**

**If questions, please call our Training Academy's Ordnance Division at
(615) 232-2925.**